

California Energy Commission



**CLASSIFICATION: ASSOCIATE ENERGY SPECIALIST (TED)
(WILL CONSIDER ENERGY ANALYST)**

TENURE: Permanent

TIME BASE: Full-time

SALARY: ASSOCIATE ENERGY SPECIALIST (TED) \$ 4,400 - \$ 5,309
ENERGY ANALYST: Range A \$2,817 - \$3,349
(Salary will be adjusted accordingly to comply with furlough program.)

LOCATION: Energy Generation Research Office
Energy Research and Development Division

FINAL FILING DATE: August 12, 2009

DUTIES/RESPONSIBILITIES: Under the direction and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the Geothermal and Public Interest Energy Research (PIER) Programs. The objective of the Geothermal Program is to foster development of geothermal energy in California by providing financial support for research, development, and demonstration (RD&D), planning, and impact mitigation projects. The goal of the PIER Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable about California's geology and geothermal resources and its technologies; geothermal resource exploration and development; understands the issues facing the geothermal industry in a competitive energy market; performs analyses; manages RD&D projects; and provides information related to the geothermal industry to Energy Commission PIER Program leads, management, and Commissioners. The incumbent will consult with consultants and experts in the field, and from other state, federal, and private organizations, review geothermal literature, will make recommendations to plan and coordinate geothermal energy research conducted through the California Energy Commission.

- Project management. The incumbent prepares the work statement, budget, schedule, special conditions, and measurable technical and economic objectives which will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews contractor's monthly progress reports and prepares an evaluation of the project; verifies that all contract terms and conditions have been met before approving the invoice (if necessary, dispute a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical,

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- fiscal, and administrative objectives; and briefs office, division, and Commission management on the status of the project.
- Implement the administrative and technical aspects of Geothermal and PIER Program solicitations. The incumbent will develop strategies and methodologies and conduct analyses to focus solicitations on the most relevant RD&D opportunities; oversees the administration of solicitation activities including developing and writing solicitation documents, assisting in conducting bidders' conferences and developing written summaries of evaluations prepared by consultants and state leads.
- Perform complex gathering and analysis for program information. Activities will include compiling project information from proposals submitted to the program; analyzing the appropriate data; and preparing technical reports containing statistical program information to be used within the section, office, and/or the Commission. These duties will require the incumbent to be knowledgeable with relational database, spreadsheet, and project planning software.
- Collect data and perform statistical analyses related to the economic evaluation of renewable energy technologies, particularly geothermal.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills. The successful applicant is expected to work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Susan Mattox (RPA# 560-018)
Research and Development Division
1516 Ninth Street, M.S. #51
Sacramento, CA 95814
(916) 654-4315

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922